

PUBLIC WORKS MANAGER

Class Definition

Under general direction, plans, organizes, and directs the activities of a work unit in the Public Works Department.

Distinguishing Characteristics

Public Works Manager is responsible for directing operations in the Public Works Department.

Reporting to an Assistant Director of Public Works, the Public Works Manager provides professional and technical staff assistance to the Assistant Director. The incumbent exercises independent judgement relating to the performance, coordination and evaluation of staff. This class differs from the Assistant Director of Public Works in that the latter has responsibility for Public Works sections. This is an unclassified position in which the incumbent serves at the will of the Public Works Director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes and directs the activities of a work unit.

Supervises staff engaged in the engineering activities for compliance with the provisions of the Municipal Code, City policies, standards and practices.

Exercises considerable independent judgement and discretion in the supervision of staff and the evaluation and direction of work performed.

Prepares and administers the section budget.

Consults with developers, project representatives and the public on project requirements and processes.

Prepares and supervises the preparation of documents associated with staff reports for presentations to the Fresno City Planning Commission and Fresno City Council.

Coordinates technical and administrative support within the various sections of the department and interdepartmentally with other City operations.

Plans, prepares, monitors and evaluates the work of the unit.

May represent the Assistant Director in operational matters.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of engineering principles and practices relating to the preparation and evaluation of plans, specifications and estimates for public construction.

Knowledge of occupational hazards and safety precautions related to public works construction, operations, maintenance and repair work.

Knowledge of materials, methods, practices and equipment used in assigned field.

Ability to analyze a variety of operational problems and make sound policy and procedural recommendations for their solutions.

Knowledge of principles of organization, administration, budget and personnel management.

Knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of consultant selection, contract negotiation, and management of consultant contracts.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Ability to establish and maintain effective working relationships with staff at all levels.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Three years of experience supervising technical engineering, transportation, construction management or street operations activities.

Graduation with a Bachelor's Degree in Engineering or closely related field desired.

Registration as a professional engineer by the State of California at time of appointment may be required depending upon assignment.

Special Requirements

Possession of a valid California Driver's License at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. Areas of expertise include, but are not limited to those listed below:

1. Engineering Services - plan check, G.I.S. mapping, special district administration, and right of way and property appraisal and acquisition
2. Engineering Design - in house capital project design, specification preparation and project bidding and award
3. Transportation - preparing planning studies and grants, traffic operations and field studies
4. Project Management - capital project management and consultant selection and management
5. Project Inspection and Survey - capital project, subdivision project, street work and utility permit project inspection and surveying
6. Street Operations - concrete repair, paving and slurry seal projects, paint and sign installation, replacement and maintenance, and traffic signal and streetlight installation, replacement and maintenance

APPROVED: _____
Director

DATE: _____